

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345
Phone (850) 342-0223 - Fax: (850) 342-0225



STAFF REVIEW MINOR SUBDIVISION

(Check subdivision type):

- ☐ 1. LOT SPLIT ☐ 2. FAMILY SUBDIVISION ☐ 3. MINOR REPLAT
☐ 4. MINOR SUBDIVISION* ☐ 5. BOUNDARY ADJUSTMENT

NOTE: The Board of County Commissioners has provided procedures for property owners to transfer portions of their property. The applicant/owner should have a pre-application meeting with the Planning Official prior to submittal to ensure procedures and submittal requirements are understood. If all of the required materials submitted are correct and the fee is paid, the Planning Official should be able to approve the application upon submittal.

***MINOR SUBDIVISION/5 LOTS OR LESS** requires certified mail notification to property-owners within 500 feet of the property being subdivided. Applicants are required to obtain a map and list of those property-owners from the Property Appraiser's office and submit the list with this application. After review and determination that the application is complete and meets all LDC criteria, the Planning Official will approve the subdivision. The Planning Department will prepare and send the letters (see the fee schedule) notifying those property-owners of the Planning Official approval; however, the Final Development Order approval document will not be issued until 30 days after the Planning Department has received the last verified notification return receipt - unless there has been a written request for a Public Hearing to appeal the Planning Commission to overturn the Planning Official's approval per Section 9.18.1. of the LDC.

Owner's Name: _____

Telephone #: _____ Fax #: _____ Proof of Ownership: attach a copy of existing deed(s)

Mailing Address: _____

Parcel ID #(s): _____

Land Use Category/Zoning: _____ Number of Lots (includes the parent/remainder): _____

Streets (public or private) abutting the original and proposed lot(s): _____

NOTE: All maps prepared for recording documentation shall be prepared and signed/sealed/dated by a Florida Registered Land Surveyor. They should be labeled correctly such as: Map of Subdivision for (name); Boundary Survey for (name); Boundary Adjustment Survey for (name); Sketch of Property for (name); or Exhibit "A" Parcel #1, etc.

The undersigned owner(s) fully understand that no subdivision of property is permitted unless a development plan is prepared and submitted in accordance with the Jefferson County Land Development Code (LDC). It is further understood that it is unlawful for any property owner to transfer, sell, or agree to sell land by reference to, exhibition of, or other use of, a plat or deed description describing a subdivision of such land without approval as required by said LDC. If such unlawful use were performed prior to proper approval and recordation, the owner and/or agent of the owner of such land shall be deemed guilty of a misdemeanor and shall be punishable as provided by law.

_____ Owner	_____ Date	_____ Owner	_____ Date
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_____ Owner	_____ Date	_____ Owner	_____ Date
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Addition sheets may be added as necessary for additional signatures.

APPROVAL: I have reviewed this application and determined that the proposed subdivision meets the conditions of the Jefferson County LDC and otherwise complies with all applicable laws and ordinances.

Planning Official

Date

Conditions of Approval: _____

These sheets are informational & not intended for submittal

ITEMS THAT ARE REQUIRED FOR APPLICATION SUBMITTAL:

The completed application form (page 1 of this “package”) must be accompanied by the following documentation. While the following two maps should be prepared by a surveyor, engineer, or other professional, boundary survey maps are not required for these maps, which will be informational data to be retained in planning department files.

1. PARENT TRACT MAP: A letter-sized [8½”x 11”] or legal-sized [8½”x 14”] map of the parent property prior to subdivision. Most of the time, the map can be a printed copy of the aerial “parent parcel” as shown outlined on the Property Appraiser’s website, including the wetlands and FEMA overlays. If the map is a boundary survey, it should indicate any easements, existing permanent structures, wetlands, FEMA flood-zones, fences, driveways, or other improvements. If the parcel is very large, submittal of an overall map and a detail of the proposed subdivision may be acceptable. If requested, planning department staff will assist the applicant to prepare an appropriate depiction.
2. AN OVERALL SUBDIVISION MAP: A letter-[8½”x 11”] or legal-[8½”x 14”] sized and scaled drawing showing the following information:
 - i. A Title Block indicating the following:
 - a. A subdivision name (examples: “Lot Split for John Doe”, “Family Subdivision for Sam Smith”, “Gardner Minor Subdivision”); and
 - b. The Section, Township, & Range; and
 - c. The Tax Parcel ID# of the subject parent parcel; and
 - ii. A North arrow, scale, existing and proposed street names; and
 - iii. The entire subject property to be subdivided indicating the location and configuration of the proposed subdivision lots; with a lot number and acreage; and
 - iv. The approximate perimeter dimensions of each lot to the nearest ten feet (10’).

The following describes the final documentation to be recorded and should be presented to the Planning Official for the final approval “sign-off” prior to recording the documents in the Public Records at the Clerk’s office. The Planning Official should stamp and sign at least one page of each document to be recorded. If recorded deeds are not stamped as approved by the Planning Official, the owner may have trouble obtaining a building permit.

New individual deeds shall be prepared and recorded in the Public Records of Jefferson County, Florida, in the Office of the Clerk of Courts for all parcels created by this subdivision approval. All new deeds requiring a boundary survey shall include an “Exhibit “A”, a scaled map of the parcel surveyed, indicating boundary bearings, distances, and a legal description, prepared and signed/sealed/dated by a Florida Registered Land Surveyor (RLS). All proposed deeds shall be “stamped”/signed by the Planning Official or his/her designee as a “Development Approved by the Planning Department” prior to recording in the Public Records.

The “Exhibit A” shall be a letter-sized [8½”x 11”] or legal-sized [8½”x 14”] map of the new lot as a drawing of the boundary survey, including the legal description (on a separate sheet if necessary) and depicting any easements, existing structures, wetlands, wetlands setbacks, FEMA flood-zones, and building setback lines.

Many minor subdivisions or lot splits are for the sale of one or more small parcels being cut out of larger tracts of land. In recognition of expenses incurred in obtaining boundary surveys, the Planning Official may allow that when the remainder tract is either very large or has an extensive boundary that would require an inordinate amount of expensive surveying, the new deed for the parent tract as a “remainder parcel” may be written as a “less and except” deed based on the original deed.

FAMILY SUBDIVISIONS:

IMPORTANT NOTE REGARDING ELIGIBILITY: Family subdivisions are special subdivisions exempt from normal maximum density requirements. The minimum lot size requirement for a lot in a family subdivision is entirely dependent on the type of water/sewer provisions. A property served by onsite well and septic tank must be a minimum of ½ acre, excluding any easements. The parcel to be subdivided must have been in existence in its present configuration (shape and size in acreage) prior to December 13, 1990. Parcels created after that date may not be subdivided in a manner that exceeds the maximum density allowed by the existing land use designation and are therefore not designated as “Family Subdivisions”.

An overall Family Subdivision Map (to be retained in Planning Department files) shall show lot numbers for each individual lot with the name of the family member who is to become the owner. If the applicant is an individual owner who will retain a parcel, it can be identified by the owner’s name or labeled “Parent Tract”. The deeds for each lot in a Family Subdivision should reflect the name of the family member who will become owner of the individual lot, whether the parcel is to be transferred to the individual immediately as the grantee, placed in a trust named as grantee, or indicated as a partial owner along with the grantor(s) until such time as the parcel is subsequently transferred to the heir or the recipient family member becomes the surviving owner. This type of subdivision may also be utilized when probate of an estate through the judicial system would involve creation of otherwise non-conforming lots.

“NORMAL” SUBMITTAL PROCEDURE:

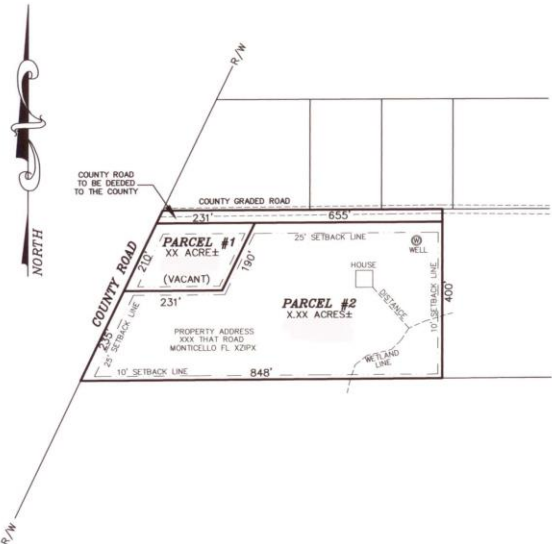
1. The applicant/owner submits this completed application form with a map of the “PARENT” parcel to be subdivided and a copy of the original deed as indicated above.
2. All of the completed new deeds shall be submitted to the Planning Department for Planning Official approval and “sign-off” prior to being recorded.
3. Upon review of all documentation and verification everything is complete and in order and the fee has been paid, the Planning Official will sign, date, and list any conditions of approval on the Approval Block of the application form.
4. A copy of the Family Subdivision Map shall be attached to each new deed after the Planning Official has signed and dated the map to indicate Planning Department approval. The new deed and signed map shall then be recorded in the Public Records of Jefferson County.
5. The applicant shall provide certified copies of the recorded deeds to the Planning Department for filing in Department records.
Failure to provide certified copies of the recorded deeds may result in delays for the new owners in obtaining any type of future building or development permit.

NOTE: Maps prepared for the purpose of Planning Department approval of all proposed subdivisions may be submitted as “sketches” made prior to surveying individual lots, with the approximate lot dimensions indicated without showing bearings and the distances may be estimated to the nearest 5 or 10 feet as may be reasonable. The proposed acreage for each parcel shall be indicated.

Example of a “sketch” map prepared for a LOT SPLIT where the adjacent road is also deeded to the County

NOTE: Boundary Adjustments will require at least two maps (“Before” & “After”) for the application as well as new individual lot boundary survey maps reflecting the change in configuration for each of the new deeds.

Size can be Letter- (8 ½”x11”) or Legal-size (8 ½”x14”) paper

PROPOSED SUBDIVISION LOCATED IN SECTION X TOWNSHIP X SOUTH, RANGE X EAST JEFFERSON COUNTY, FLORIDA	
	
APPROVED BY: _____ PLANNING OFFICIAL	
DATE _____	
CONDITIONS: _____	
<p><i>This is an example of a "sketch" showing the graphical information required to depict the proposed subdivision configuration for the site. This signed and dated sheet must be recorded by the County Clerk with a copy returned to the Planning Department.</i></p>	
SURVEYOR NAME _____ Date _____ Florida Licensed Surveyor and Mapper L.S. #XXXX	
Not valid without signature and the original raised seal of a Florida licensed surveyor and mapper	
SURVEY COMPANY NAME CERTIFICATE OF AUTHORIZATION NUMBER LB XXXX XXX S. MAIN STREET THAT CITY, FLORIDA XZIPX	
PHONE: (XXX) XXX-XXXX FAX: (XXX) XXX-XXXX	
XXX XX 200X DATE XX-XXX-XX JOB NO.	